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NEXT REPOSITORY UPLOAD

SEPT 30, 2015

Statewide Research and Reporting

SSIS Update

Social Service Information System News from **MN.IT @ DHS | SSIS | ISSUE 428 | SEPT 8, 2015**

On-time Data Entry is a Key Issue for AFCARS

Minnesota is in “substantial noncompliance” with the requirements of the state title IV-E plan.

An August letter from the federal Administration for Children and Families (ACF) notifies Minnesota that it is in substantial noncompliance with the requirements of the state title IV-E plan. This is because our AFCARS data shows that **we failed to enter the date of discharge from care within 60 days of the discharge** for too many children - 11.06% of the discharges when the penalty level starts at 10%.

ACF also considers Minnesota’s missing data for the most recent periodic review (missing for 5.26% of children in care more than 6 months) and permanency plans (missing for 4.22% of children in care more than 30 days) to be more than twice the rate of a system with high data quality. In addition, finalized adoptions data on child disabilities is incomplete and inconsistent.

Review the “AFCARS ALERT” article from SSIS Update Issue # 419 of May 1, 2015 for ideas on how to assist with entering placement data into SSIS in a more timely way.

The Department of Human Services will issue a bulletin soon to address these issues. We are on notice that AFCARS data completeness, quality and timeliness must improve. AFCARS Helpers Kenny Christenson and Kim Lunz will contact agencies that have significant data quality issues.

SSIS v15.3 Installation Begins Tuesday, Sept. 8

The v15.3 installation begins on Tuesday, September 8, at 4:30 p.m. for the following four agencies: Brown, Cass, Clearwater and Wright.

All remaining agencies (with the exception of pilot agencies Aitkin, Dakota, and Nobles) **will have v15.3 installed on Wednesday, September 9, at 4:30 p.m.**

Please ask that your staff log off in time for the Version 15.3 installation. The documents below will be updated online soon!

- What’s New in SSIS Version 15.3? [PDF]
- SSIS Version 15.3 Release Notes [Excel]
- SSIS Version 15.3 Known Defects Report [Excel]

New Grid Feature - “Find Panel”

A new feature called Find Panel is available to use with grids in SSIS. Use the Find Panel to filter and search for keywords within your grid search results.

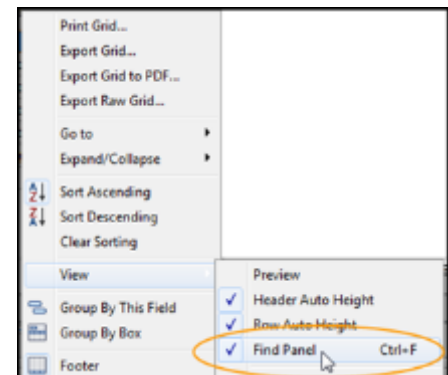
This feature filters records based on keywords and highlights the keywords you included in the search area. All visible columns in the grid are searched for the keywords entered. If a column is not visible, add it to the grid. If you don’t want a specific column searched, remove the column from the grid.

Some general rules to remember when using the Find Panel feature:

- There must be a space between each word
- Enter a plus (+) sign in front of the keyword if it **MUST** be in the record
- Enter a minus (–) sign in front of the keyword if you do not want the records included with the keyword
- Use the percent (%) sign as a wildcard for an unlimited number of characters
- Ex. John% will find both Johns and Johnson
- Use the underscore () as a wildcard for a single character
- Ex. Anders_ n will find both Anderson and Andersen
- Searching for common words such as “the” and “and” may generate larger results than anticipated

Turn this feature on by clicking Find Panel from the Grid Action Menu or using Ctrl F. (see screen shot at right)

Turn this feature off by clicking Find Panel from the Grid Action Menu, which removes the checkmark, or clicking the red x in the Find Panel. (see screen shot below)



| [Enter search words, use prefix '+' for required, '-' for excluded, '%' for a string wild card, and '_' as a character wild card] | | | | | | | | | | Find | Clear |
|---|----------------|----------------|--------------------|------------|----------------------------|-------------------------|-----------------|--------------------|------------------|----------------------|-------|
| | Payment Type | Payment Status | Warrant / Eff Date | Amount | Service Vendor | Service County Vendor # | Client Name | Service Start Date | Service End Date | COA Code | |
| | Posted payment | Paid | 02/17/2015 | \$3,652.73 | Hannah's Happy Foster Care | 99323 | Peach, Princess | 12/01/2014 | 12/31/2014 | 11-423-710-1810-6040 | |

The Find Panel remains in your grid until you remove it. If you save a Manage Grid Setting with the Find Panel active, the Find Panel remains part of your saved Manage Grid Settings.

The screenshot below displays keywords highlighted after clicking Find.

| [Enter search words, use prefix '+' for required, '-' for excluded, '%' for a string wild card, and '_' as a character wild card] | | | | | | | | | | Find | Clear |
|---|---------------------|----------------|--------------------|--------------|----------------------------|-------------------------|-------------|--------------------|------------------|----------------------|-------|
| | Payment Type | Payment Status | Warrant / Eff Date | Amount | Service Vendor | Service County Vendor # | Client Name | Service Start Date | Service End Date | COA Code | |
| | Posted payment | Paid | 05/29/2015 | \$1,189.78 | Hannah's Happy Foster Care | 99323 | Binky | 01/01/2014 | 01/31/2014 | 11-423-710-1810-6040 | |
| | Adjustment reversal | Paid | 03/01/2015 | (\$3,754.72) | Hannah's Happy Foster Care | 99323 | Bowser | 12/01/2014 | 12/31/2014 | 11-423-710-1810-6040 | |
| | Posted payment | Paid | 02/13/2015 | \$1,189.78 | Hannah's Happy Foster Care | 99323 | Binky | 12/01/2013 | 12/31/2013 | 11-423-710-1810-6040 | |
| | Posted payment | Paid | 02/13/2015 | \$3,754.72 | Hannah's Happy Foster Care | 99323 | Bowser | 12/01/2014 | 12/31/2014 | 11-423-710-1810-6040 | |

JUST ADDED! More Class Dates and Locations for SSIS Basics

(*Formerly SSIS New Worker Training)

**Class Locations
found on page 4.****JUST ADDED: September Classes in Brainerd***Instructor: Angela Walswick*

- SEP 22 8:30-4:30 Intake Basics
- SEP 23 8:30-4:30 Case & Workgroup Basics
- SEP 24 8:30-4:30 Child Services Basics

September-October Classes in Rochester*Instructor: Renetta Walk*

- SEP 29 8:30-4:30 Intake Basics
- SEP 30 8:30-4:30 Case & Workgroup Basics
- OCT 1 8:30-4:30 Child Services Basics

JUST ADDED: October Classes in Metro*Instructor: Renetta Walk*

- OCT 6 8:30-4:30 Intake Basics
- OCT 7 8:30-4:30 Case & Workgroup Basics
- OCT 8 8:30-4:30 Child Services Basics

JUST ADDED: October Classes in Bemidji*Instructor: Renetta Walk*

- OCT 20 8:30-4:30 Intake Basics
- OCT 21 8:30-4:30 Case & Workgroup Basics
- OCT 22 8:30-4:30 Child Services Basics

JUST ADDED: October Classes in Duluth*Instructor: Angela Walswick*

- OCT 20 8:30-4:30 Intake Basics
- OCT 21 8:30-4:30 Case & Workgroup Basics
- OCT 22 8:30-4:30 Child Services Basics

October Classes in Metro*Instructor: Angela Walswick*

- OCT 27 8:30-4:30 Intake Basics
- OCT 28 8:30-4:30 Case & Workgroup Basics
- OCT 29 8:30-4:30 Child Services Basics

JUST ADDED: November Classes in Willmar*Instructor: Renetta Walk*

- NOV 3 8:30-4:30 Intake Basics
- NOV 4 8:30-4:30 Case & Workgroup Basics
- NOV 5 8:30-4:30 Child Services Basics

JUST ADDED: November Classes in Metro*Instructor: Angela Walswick*

- NOV 10 8:30-4:30 Intake Basics
- NOV 12 8:30-4:30 Case & Workgroup Basics
- NOV 13 8:30-4:30 Child Services Basics

November Classes in Bemidji*Instructor: Renetta Walk*

- NOV 17 8:30-4:30 Intake Basics
- NOV 18 8:30-4:30 Case & Workgroup Basics
- NOV 19 8:30-4:30 Child Services Basics

JUST ADDED: November Classes in Rochester*Instructor: Angela Walswick*

- NOV 17 8:30-4:30 Intake Basics
- NOV 18 8:30-4:30 Case & Workgroup Basics
- NOV 19 8:30-4:30 Child Services Basics

JUST ADDED: December Classes in Brainerd*Instructor: Renetta Walk*

- DEC 1 8:30-4:30 Intake Basics
- DEC 2 8:30-4:30 Case & Workgroup Basics
- DEC 10 8:30-4:30 Child Services Basics

December Classes in Metro*Instructor: Angela Walswick*

- DEC 8 8:30-4:30 Intake Basics
- DEC 9 8:30-4:30 Case & Workgroup Basics
- DEC 10 8:30-4:30 Child Services Basics

JUST ADDED: December Classes in Duluth*Instructor: Renetta Walk*

- DEC 15 8:30-4:30 Intake Basics
- DEC 16 8:30-4:30 Case & Workgroup Basics
- DEC 17 8:30-4:30 Child Services Basics

JUST ADDED: December Classes in Willmar*Instructor: Angela Walswick*

- DEC 15 8:30-4:30 Intake Basics
- DEC 16 8:30-4:30 Case & Workgroup Basics
- DEC 17 8:30-4:30 Child Services Basics

Instructor Contact Infoangela.m.walswick@state.mn.us (651) 431-4793renetta.walk@state.mn.us (651) 431-4917**If classes are full, please still register!****Waitlisted registrations help determine
what additional classes will be offered.**

CLASS LOCATIONS for SSIS Basics *(continued from page 3)*

Class Locations

Bemidji Lab

County Administration Building
701 Minnesota Ave. NW, Room 213
Bemidji, MN 56601

Brainerd Lab

11630 State Ave—Bldg #20
Brainerd, MN 56401
This is a secure building. Use phone in main hallway to contact Security for access to the building.

Duluth Lab

Government Service Center (GSC)
320 W. 2nd St – 3rd Floor
Computer Training Lab
Duluth MN 55802

Metro Lab

DHS – Lafayette Building
Training Center
444 Lafayette Road North
St. Paul, MN 55155

Rochester Lab

Olmsted County Public Health Building
2100 Campus Drive SE, Room 244
Rochester, Minnesota 55904

Willmar Regional Training Lab

COB Building
400 Benson Avenue
Willmar, MN 56201

CountyLink Updates

Worker Mentor Meeting Handouts

DHS Systems and IT Updates > SSIS resources > Worker Mentor Program > [Handouts](#)

August 17, 2015 Handouts

Eligibility Determination Benefit Agreement Document Changes ([Presentation](#))
Eligibility Determination Benefit Agreement Document Changes ([2-slide handout](#))
Grid – Find Feature ([Presentation](#))
Grid – Find Feature ([3-slide handout](#))

Plans and Forms

DHS Systems and IT Updates > SSIS resources > Support > [Plans and Forms](#)

MAPCY (Minnesota Assessment for Parenting for Children and Youth)

[MAPCY Child Domains \(v15.3\)](#)
[MAPCY Youth Domains \(v15.3\)](#)
[MAPCY EFC-SIL Domains \(v15.3\)](#)

REMINDER

V15.3 Fiscal Release Training is Wednesday, Sept. 9th!

Training Information

Wednesday, September 9th, 2015

1:30PM – 3:30PM

Register now if you plan on attending. Handouts will be available on the SSIS Fiscal Release Training webpage by 3pm on Tuesday, September 8th, 2015

Register on iLinc:

1. Click on: <https://minnesota.ilinc.com>
2. Click the **Public Sessions** tab
3. Click the check box next to the **"V15.3 SSIS Fiscal Release Training"**
4. Click the **Register** button
5. Complete the required fields
6. Click the **Submit** button

See [Implementation Memo #166](#) for more information.

SSIS Fiscal New Worker (FNWT) 2-day Training

This course is designed for the new Fiscal worker and can also be used as a refresher course for current staff working with fiscal tasks such as Service Arrangements, Payments and Healthcare Claims. Participants work directly in SSIS during the two-day class.

Upcoming Class Dates & Locations

September 23-24 — Metro (St. Paul)

October 14-15 — Willmar

December 9-10 — Metro (St. Paul)

Register Now on [TrainLink](#)

Attention: Currently there are **no registrants** for the October and December sessions. These session will be cancelled if fewer than seven registrants enroll.

See [Implementation Memo 161](#) for more information on all FNWT sessions scheduled in 2015.



Fiscal Mentor Meeting September 16th

Register to attend with [TrainLink](#).

The [Fiscal Meeting Agenda](#) is available online.

Have New Mentors?

If you have a new mentor, be sure to email us their phone, email, and status as a Primary or Alternate mentor.

[Mary Klinghagen](#),
Fiscal Mentor Coordinator

[Lisa Litchfield](#),
Worker Mentor Coordinator